

Contract & Grant Funds

Understanding what search parameters to use in Ledger Rollup, SAS Reports, and Budget Overview

Infoporte OSR Ledger Rollup

- Navigate to *Infoporte>Finance>Dept Accounting>OSR Ledger Rollup*. Then follow the steps below:
 - Leave the current *Fiscal Year(s)* that default. All years of the project will pre-select automatically.
 - Enter in the *Project ID*
 - Enter in the *Bus Unit*
 - Click *Search*



- Contract & Grant funds are budgeted by account groupings, so the budget and available balance information is broken down for each account group, as well as an overall total which is displayed at the bottom of the page.

Note: The Actuals LTD column shows the sum of the actual transaction balance from start of the budget year. The Actuals MTD column shows the sum of the actual transactions for the current month.

Bus Unit: UNCCH - Fund: 25210 - Source: 49000 - Department: 425201 - Project: 5031257

Account	Budget	Pre-Encumbered	Encumbered	Actuals LTD	Available Balance	Actuals YTD	Actuals MTD
510000 Personnel Cost Budget	894,105.00	0.00	0.00	0.00		0.00	0.00
511120 EPA Non Teach On Campus	0.00	0.00	14,106.43	442,854.79		67,564.37	0.00
511170 EPA Non Teach Student Monthly	0.00	0.00	900.58	44,029.17		6,643.29	0.00
512120 SPA On Campus	0.00	0.00	10,526.85	307,136.58		48,648.08	2,285.77
512210 SPA Overtime	0.00	0.00	0.00	229.05		0.00	0.00
512510 SPA Severance Wages Reserve	0.00	0.00	0.00	2,636.54		486.46	22.86
512710 SPA Longevity Payment	0.00	0.00	0.00	2,268.38		0.00	0.00
514120 Non Student Temp Wages	0.00	0.00	0.00	912.00		0.00	0.00
514510 Student Temp Wages	0.00	0.00	0.00	16,560.00		0.00	0.00
Subtotal 510000 Personnel Cost Budget	894,105.00	0.00	25,533.86	816,626.51	51,944.63	123,342.20	2,308.63
569312 Participant Expenses	0.00	0.00	0.00	121.79		121.79	0.00
Subtotal 569312 Participant Expenses	0.00	0.00	0.00	121.79	-121.79	121.79	0.00
569471 Grants-Oth Contract/Grant	47,066.00	0.00	0.00	0.00		0.00	0.00
Subtotal 569471 Grants-Oth Contract/Grant	47,066.00	0.00	0.00	0.00	47,066.00	0.00	0.00
Expense Totals	2,098,892.00	0.00	29,574.78	1,838,623.12	230,694.10	271,811.70	12,433.70

Infoporte SAS Reports

C&G Expenditures – Summary

This report will show you similar information as the Ledger Rollup, however it will display in a more summarized format.

1. Navigate to *Infoporte>Finance>Dept Accounting>Grant Profile>C&G Expenditures - Summary*. Then follow the steps below:
 - a. Select the *Accounting Period(s)/Fiscal Year*. If you do not select an *Accounting Period(s)/Fiscal Year(s)* your data will display with life-to-date information.
 - b. Enter in your *Project ID*
 - c. Optional selections: *Department, Source*. By not selecting any of these, all sources and departments will display for the Project ID you entered (if applicable).

Grant Profile C&G Expenditures – Summary C&G Expenditures – Account Level

Accounting Period/Fiscal Year A

- ☒ 12/2014
- ☒ 01/2015
- ☒ 02/2015
- ☒ 03/2015
- ☒ 04/2015
- ☒ 05/2015
- ☒ 06/2015
- ☒ 07/2015
- ☒ 08/2015

Department

- ☐ Arts and Sciences Deans OffDiv
- ☐ AVC Facilities Services
- ☐ AVCEEHC
- ☐ Budget Control
- ☐ Diversity_Multicultural Aff
- ☐ Enrollment Management
- ☐ Fine Arts and Humanities
- ☐ Kenan-Flagler Business School

Project ID B

5031257

Source

☐ 49000

C

Project ID	Expenditure Group	Expenditure Type for CG	Budget	Actuals	Encumbrances	Remaining Balance
5031257	1 - Direct Expense	a - Personnel	894,105.00	816,626.51	25,533.86	51,944.63
		b - Fringes	262,304.15	213,028.20	7,113.08	42,162.87
		c - Study Subject Payment 5148X	0.00	45,515.00	0.00	-45,515.00
		d - Purchased Services 52X	127,063.85	129,772.22	0.00	-2,708.37
		e - Supplies and Materials 53X	46,049.00	25,666.38	-0.00	20,382.62
		f - Property Plant and Equip 54X	5,689.00	0.00	0.00	5,689.00
		g - Other Expenses and Adjustments 55X	30,445.00	3,155.41	0.00	27,289.59
		h - Aid and Public Assistance 56X	59,239.00	12,714.27	0.00	46,524.73
	Subtotal: 1 - Direct Expense		1,424,895.00	1,246,477.99	32,646.94	145,770.07
	2 - Indirect Expense	k - Indirect 5590X	673,997.00	591,935.89	0.00	82,061.11
Subtotal: 2 - Indirect Expense		673,997.00	591,935.89	0.00	82,061.11	
3 - Cost Share	l - Cost Share 559152 & 559153	0.00	0.00	0.00	0.00	
	Subtotal: 3 - Cost Share		0.00	0.00	0.00	0.00
Subtotal: 5031257			2,098,892.00	1,838,413.88	32,646.94	227,831.18
Total			2,098,892.00	1,838,413.88	32,646.94	227,831.18

C&G Expenditures – Account Level

This report is similar to the OSR ledger rollup, however, it will display in a more detailed format by account grouping.

1. Navigate to *Infoporte>Finance>Dept Accounting>Grant Profile>C&G Expenditures – Account Level*. Then follow the steps below:
 - a. Select the *Accounting Period(s)*. If you do not select an *Accounting Period(s)/Fiscal Year(s)* your data will display with life-to-date information.
 - b. Enter in your *Project ID*
 - c. Optional selections: *Department, Source*. By not selecting any of these, all sources and departments will display for the Project ID you entered (if applicable).

Grant Profile
C&G Expenditures – Summary
C&G Expenditures – Account Level

Accounting Period/Fiscal Year A

☐ (missing values)
☐ 12/2013
☐ 01/2014
☐ 02/2014
☐ 03/2014
☐ 04/2014
☐ 05/2014
☐ 06/2014

Department

☐ Arts and Sciences Deans OffDiv
☐ AVC Facilities Services
☐ AVCEEHC
☐ Budget Control
☐ Diversity_Multicultural Aff
☐ Enrollment Management
☐ Fine Arts and Humanities

Project ID B

5031257

Source

☐ 49000


C

Level 4
Level 5
Level 6
Dept

Project ID	Expenditure Group	Expenditure Type for CG	Account Budget Category	Account	Budget	Actuals	Encumbrances	Remaining Balance	
5031257	1 - Direct Expense	a - Personnel	Personnel Cost Budget	510000	894,105.00	0.00	0.00	894,105.00	
				511120	0.00	442,854.79	14,106.43	-456,961.22	
				511170	0.00	44,029.17	900.58	-44,929.75	
				512120	0.00	307,136.58	10,526.85	-317,663.43	
				512210	0.00	229.05	0.00	-229.05	
				512510	0.00	2,636.54	0.00	-2,636.54	
				512710	0.00	2,268.38	0.00	-2,268.38	
				514120	0.00	912.00	0.00	-912.00	
				514510	0.00	16,560.00	0.00	-16,560.00	
				Subtotal: Personnel Cost Budget				894,105.00	816,626.51
		Subtotal: a - Personnel				894,105.00	816,626.51	25,533.86	51,944.63
		b - Fringes	Fringe Benefits Budget	515000	262,304.15	0.00	0.00	262,304.15	
				515010	0.00	0.00	7,113.08	-7,113.08	
				515120	0.00	33,399.60	0.00	-33,399.60	
				515130	0.00	10,914.38	0.00	-10,914.38	
				515210	0.00	44,422.52	0.00	-44,422.52	

ConnectCarolina Budget Overview

1. Navigate to *ConnectCarolina>Main Menu>Finance Menu>Commitment Control>Review Budget Activities>Budgets Overview*
2. If you have not already done so, create a Contract & Grant Inquiry. To do this, click on *Add a New Value*, name your inquiry, and click *Add*.


Favorites ▾ Main Menu ▾ > Finance Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budgets Overview 

Budgets Overview

Inquiry Name:





3. Once you click *Add* this will bring you to the *Budget Inquiry Criteria* page where you will enter in your search criteria.
 - a. Select "Ledger Group" from *Ledger Group/Set*
 - b. Select "OSR" from the *Ledger Group* lookup icon to see your **Contract/Grants expense child budget**
 - c. Enter in your *Project ID* (or additional chartfields depending on what you want to see)
 - d. Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
 - e. Click *Search*

Budget Inquiry Criteria Budget Overview


Inquiry: C&G Description: 

Amount Criteria

Budget Type





*Business Unit:  Ledger Group/Set:  Ledger Group:  



☐ View Stat Code Budgets Contracts/Grants Exp Child Bud

☐ Display Chart 





























TimeSpan


*Type of Calendar:



Budget Criteria Personalize | Find | View All |  |  First  1 of 1  Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OSR		<input type="text"/> 	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text"/> 	Update/Add
Dept	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text"/> 	Update/Add
Fund	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text"/> 	Update/Add
Source	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text"/> 	Update/Add
PC Bus Unit	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text"/> 	Update/Add
Project ID	<input type="text" value="5031257"/> 	<input type="text"/> 		<input type="text"/> 	Update/Add
Activity	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text"/> 	Update/Add



Budget Status

☒ Open

☒ Closed

☒ Hold

4. Under *Ledger Totals* you will see a snapshot of your budget, expenses, encumbrances, and the available budget. Under *Budget Overview Results* your budget will display based on the Account the funds are budgeted at.



Note: Budget Overview will show you your life-to-date budget thru the current day.

Inquiry Results

Business Unit: UNCCCH
Ledger Group: OSR OSR Expense Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated: ☐

[Return to Criteria](#) Max Rows: 100 Display Options

Ledger Totals (27 Rows)

Budget:	2,098,892.00	Net Transfers:	0.00
Expense:	1,947,491.84		
Encumbrance:	40,676.38		
Pre-Encumbrance:	0.00		
Budget Balance:	110,723.78		
Associate Revenue:	0.00		
Available Budget:	110,723.78		

Budget Overview Results

Personalize Find View All First 1-27 of 27 Last												
		Ledger Group	Fund▲	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Budget	Expense	Encumbrance
1		OSR		49999			CHOSR	5031257	1	0.000	108,868.720	11,101
2		OSR	25210	49000	558941	425201	CHOSR	5031257	1	2,870.000	1,480.000	0
3		OSR	25210	49000	558900	425201	CHOSR	5031257	1	27,575.000	1,375.410	0
4		OSR	25210	49000	559152	425201	CHOSR	5031257	1	0.000	0.000	0
5		OSR	25210	49000	559000	425201	CHOSR	5031257	1	673,997.000	591,935.890	0
6		OSR	25210	49000	530000	425201	CHOSR	5031257	1	46,049.000	25,666.380	0
7		OSR	25210	49000	527600	425201	CHOSR	5031257	1	69,883.000	93,600.010	0